

**MINUTES OF THE MEETING OF CAPEL-LE-FERNE PARISH COUNCIL**  
**HELD ON 16<sup>th</sup> JULY 2024**

**PRESENT:** Cllrs; Alfsdotter, Harris, Lake, Leppard, K Pilcher, S Pilcher and Young, together with Community Warden Jan Henry.

**1. WELCOME and APOLOGIES**

Welcome given to new Co-opted Councillor, Sam Pilcher, to her first meeting.

Apologies received from Cllr; Norris, Seager, District Councillor Martin Hibbert and County Councillor David Beaney.

**2. PUBLIC ADDRESS TO COUNCILLORS, FEEDBACK FROM COUNCIL SURGERY and OTHER SOURCES**

*Public addressing the members, should be on this agenda item only and not during other discussions during the meeting. Items raised are discussed by Councillors under related entries on Agenda.*

- New footpaths Cauldham Lane, status request. *Action/Resolution: Waiting DDC decision on planning application conditions.*
- Overgrown hedges encroaching pathways and highway. *Action/Resolution: To be reported to Kent Highways.*

**3. MINUTES OF THE MEETINGS**

*The Minutes of the Meeting held on 18<sup>th</sup> June 2024, were approved and signed as a correct record by the Vice-Chairperson, Cllr K Pilcher, proposed by Cllr. Lake, seconded by Cllr. Harris and agreed by all present.*

**4. DECLARATION OF PERSONAL INTERESTS: None.**

**5. MATTERS ARISING NOT COVERED ELSEWHERE ON AGENDA**

- a) Flooding – *Action/Resolution: Kent County Council Section 19 report, will be available for discussion soon.*
- b) Rear of 71-79 Capel Street. *Action/Resolution: Caravan towed from Capel Street onto Lancaster Avenue, then to Old Dover Road.*
- c) Trees on B2011 – *Action/Resolution: Growth of the trees at ground level, base of trees, causing sight obstruction of highway when egressing some junctions onto New Dover Road, reported to Kent Highways and to be chased for action.*
- d) Postie Bench – *Action/Resolution: Change of location – ongoing.*
- e) Bins Old Dover Road - *Action/Resolution: All public bins now being emptied by Refuse Collector “Veolia”, twice a week, during the summer period. Request to residents, to refrain from using for household rubbish, which causes overflowing.*
- f) Other
  - Lighthouse Inn - *Action/Resolution: Reported to Kent Police following reports received of vandals entering premises.*
  - Land Boundary Dispute - *Action/Resolution: Community Warden assisting land owners and residents to reaching a resolution.*

**6. PLANNING**

- a) Applications:
  - 24/00494. 28 Cauldham Close Capel Le Ferne CT18 7HH. Erection of a two-storey side extension (existing to be demolished) and conversion of garage to ancillary accommodation. *Action/Resolution: Waiting DDC decision.*
  - 24/00263. 32 Old Dover Road Capel Le Ferne CT18 7HN. Erection of a glamping pod with associated parking. *Action/Resolution: Waiting DDC decision.*
- b) 24/00257. Land East of Great Cauldham Farm SAP44 (CAP006)  
*Action/Resolution: Still waiting Dover District Council (DDC) decision.*
- c) (HLAA/LALP) - Dover District Council Land Allocation Local Plan Consultation  
*Action/Resolution: No comments to date.*

Signed .....Chairperson  
20<sup>th</sup> August 2024

## 7. DELEGATES' REPORTS

- a) **Neighbourhood Watch** - Report from Community Warden, Jan Henry
- Helping residents with a boundary issue.
  - Car damage issue on Old Dover Road.
  - Longships, Cauldham Lane – *Action/Resolution: Property vandalism ongoing.*
- b) **CCTV**  
Nothing to report.
- c) **Play equipment**
- Bi-monthly monitoring report circulated to members.
  - Quote for new tyre to Zip-wire received and agreed to replace. *Action/Resolution: Proposed by Cllr: K Pilcher, seconded by Cllr. Young and agreed by all present. Clerk to enquire with contractors; looking at shackle hanger and Annual RoSPA Inspection costs.*
  - Other items on report, minor defects shared with members for monitoring. *Action/Resolution: climbing peg on junior climbing frame, nets to basketball court, undergrowth to BMX Trail, corrosion on Teen Shelter, paint under some seats flaking.*
  - **MUGA area refurbishment** - Relining to mark out 5 a-side and basketball courts programmed.
- d) **Highways and Traffic Management**  
Faults etc, as reported, logged with Kent Highways for attention:  
**Highway Improvement Plan (HIP)**
- **Traffic Survey and flashing activated speed signs B2011**  
*Action/Resolution: Teams Meeting to be requested and arranged with Kent Highways to discuss further.*
  - **Tactile paving on drop kerbs**  
*Action/Resolution: Some locations showing signs of slabs lifting and will be repaired.*
  - **Double yellow lines, B2011 junctions**  
*Action/Resolution: Still waiting lines to be installed.*
  - **BROCK and Traffic Assessment Project (TAP)** – *Action/Resolution: New system to be in place during Summer of issuing HGVs with permits to travel from Brock (Ashford) to Port of Dover. Checking at Courtwood Roundabout - to be monitored. Waiting a meeting day with National Highways to discuss lack of signage M20/A20 for diversion.*
- e) **Public Rights of Way**  
Cllr. Lake reported closed footpath from Café to the Warren. *Action/Resolution: Steel gate/fence erected at clifftop point undertaken by KCC, enquiries to be made on one at bottom in Warren. Earliest re-opening reported by PROW, to be in Autumn.*
- f) **Speed Watch**  
Newly appoint co-opted Cllr. S Pilcher confirmed agreement to act as Delegate for this item.  
*Action/Resolution:*  
*Use of Body Cameras and Hand-Held devices being discussed by the Team.*  
*Letter of thanks from Parish Council to be sent to the Team for their work and especially, for the recent data collected to use, if needed, on traffic volumes and speeds in Capel Street, in view of developments impending.*  
*“Lorry Watch” new scheme - notification to KCC on HGVs travelling along B2011, agreed by Councillors to apply, as to suitability of locations.*  
Team continues to carry out sessions when possible.  
All results of sessions are available on Parish Council Website LINK: [capellefernepc.org.uk](http://capellefernepc.org.uk)
- g) **Events**  
No events planned at present.
- h) **Capel Cares**  
No report, all going well.
- i) **Grapevine Newsletter and social media**  
Nothing to report.
- j) **Village Hall Management Committee (VHMC)**  
*Action/Resolution: Councillors, (in conjunction with VHMC), agreed to order a Christmas tree (10ft. Norwegian Spruce and a base), lights and fencing for outside Hall.*

Signed .....Chairperson  
20<sup>th</sup> August 2024

- k) Training/workshops/seminars**  
 ➤ Details, received and circulated to Councillors.  
 ➤ Cllr. Seager attending online AI workshop in July.
- l) County Councillor David Beaney:** No report.  
**District Councillor Cllr. Hibbert:** No report.

## **8. CORRESPONDENCE**

Other items received: List of email items received were circulated (attached).

## **9. CHEQUES/BACS PAYMENTS**

- a) Cheques and BACS payments** were approved and authorised (*attached*).  
 Proposed by Cllr: Young, seconded by Cllr: Lake and agreed by all present.  
 Signed by the Vice-Chairperson Cllr. K Pilcher, having been confirmed by Clerk/Responsible Finance Officer.
- b) Bank Accounts**  
 Following closure of Liquidity Manager 95-day Account due to accessibility time constraint. It was proposed by Cllr. Lake, seconded by Cllr. Young and agreed by all present, to change to a 35-day Liquidity Manager Account. Transferring £30,000 from Business Reserve Account.

## **10. MATTERS CONCERNING THE PARISH**

- a) Councillors' comments**
- Overgrown residential hedges reported in Capel Street, Winehouse Lane, Satmar.  
Request for general notice to be advertised in Grapevine.
  - Hurst Lane, Cauldham Lane, Hockley Sole Lane, leading to Alkham Valley Road - Multiple potholes and broken up side surfaces, to be reported again.
  - Overgrown verge ground surface, side of highway, encroaching Old Dover Road.
- b) Approve resolution to discuss any confidential issues on agenda item 12**  
 None.

## **11. DATE OF NEXT MEETING**

- Surgery on Tuesday, 6<sup>th</sup> August 2024 at Farmers' Market.
- Next Parish Councillors' meeting will be Tuesday, 20<sup>th</sup> August 2024, at 7.30pm, in the Village Hall, (small hall), Lancaster Avenue, Capel-le-Ferne, CT18 7LX.  
*Apologies received from Cllr. K Pilcher.*

## **12. CONFIDENTIAL ITEMS**

None.

**The meeting closed at 9.00pm.**

== END ==

Signed .....Chairperson  
 20<sup>th</sup> August 2024

Associated Documents for Tuesday, 16<sup>th</sup> July 2024

## AGENDA item 7c

Recreational Facility Report						Date Inspected 25/06/24				
	Item	Structure	Moving Parts	Paint	Surfacing	Free from Vandalism	Signage	Area Cleanliness	Fit for Use	
Childrens	Roundabout	√	√	√	X	√	N/A	√	√	
	Todler Swings	√	√	√	√	√	N/A	√	√	
Play	Junior Swings	√	√	√	√	√	N/A	√	√	
	Alpine Crossing	√	√	√	√	√	N/A	√	√	
Area	Multiplay	√	√	√	X	√	N/A	√	√	
	Balance Bar	√	√	√	√	√	N/A	√	√	
	Giant Steps	√	√	√	√	√	N/A	√	√	
	Perimeter fence	√	N/A	√	N/A	√	√	√	√	
	Mystical World Unit	√	N/A	√	√	X	N/A	√	√	
Some surface degradation on Red and Blue Wetpour One nut cover missing, to be replaced on next visit										
	Item	Structure	Moving Parts	Paint	Surfacing	Free from Vandalism	Signage	Area Cleanliness	Fit for Use	
Outdoor	Step Up & Treadmills	√	√	√	√	√	√	√	√	
	Pull Down & Shoulder Press	√	√	√	√	√	√	√	√	
	The Bench	√	√	√	√	√	N/A	√	√	
	Junior Recumbent Bike	√	√	√	√	√	N/A	√	√	
	Senior Recumbent Bike	√	√	√	√	√	N/A	√	√	
	Hand Bike	√	√	√	√	√	N/A	√	√	
	Gym	Leg Press	√	√	√	√	√	√	√	√
		Junior Cross Trainer	√	√	√	√	√	N/A	√	√
	Equipment	Senior Cross Trainer	√	√	√	√	√	N/A	√	√
		Senior Fitness Bike	√	√	√	√	√	√	√	√
		Junior Fitness Bike	√	√	√	√	√	√	√	√
		Chest Press	√	√	√	√	√	√	√	√
Seated Row		√	√	√	√	√	√	√	√	
Leg Press & Oblique		√	√	√	√	√	√	√	√	
	Welcome Sign	√	N/A	√	N/A	√	√	√	√	
	Item	Structure	Moving Parts	Paint	Surfacing	Free from Vandalism	Signage	Area Cleanliness	Fit for Use	
Skate	Beatrice Rd end Ramp	√	√	√	√	√	√	√	√	
	Centre Ramp	√	√	√	√	√	√	√	√	
Park	Elizabeth Drive end Ramp	√	√	√	√	√	√	√	√	
	Grind Rail	√	√	√	√	√	√	√	√	
	Bench	√	√	√	√	√	√	√	√	
	Perimeter Fence	√	N/A	√	N/A	√	√	√	√	
	Item	Structure	Moving Parts	Paint	Surfacing	Free from Vandalism	Signage	Area Cleanliness	Fit for Use	
Surrounds	Youth Shelter	√	N/A	√	√	√	N/A	√	√	
	Picnic Tables and Bench	√	N/A	√	√	√	N/A	√	√	
	BMX Double Ramp	√	N/A	√	X	√	N/A	√	√	
	BMX Duck Under Hurdle	√	N/A	√	N/A	√	N/A	√	√	
	BMX Jump Ramp	√	N/A	√	√	√	N/A	√	√	
	BMX Slalom Poles	√	N/A	√	N/A	√	N/A	√	√	
	MUGA	√	N/A	√	√	√	N/A	√	√	
	Petanque court	√	N/A	√	√	√	√	√	√	
	Litter Bins	√	N/A	√	N/A	√	N/A	√	√	
	Village Hall Defibrillator	Batteries end date			07/02/28	Check Unit	√	Pad Expiry 28/01/28		
	Shop Defibrillator	Battery end date			01/10/26	Check Unit	√	Pad Expiry 22/03/28		
BMX DOUBLE RAMP Surface worn on double ramp but not serious. Some undergrowth intrusion on BMX course										
	Item	Structure	Moving Parts	Paint	Surfacing	Free from Vandalism	Signage	Area Cleanliness	Fit for Use	
Zip Wire Petanque Court	Wire Tension	√	N/A	√	N/A	√	N/A	N/A	√	
	Running Gear	√	√	√	N/A	√	N/A	N/A	√	
	Zip Wire Seat	√	N/A	√	N/A	√	N/A	N/A	√	
	Rubber Tyre Stops	√	N/A	√	N/A	√	N/A	N/A	x	
	Ramps and Platforms	√	N/A	√	N/A	√	N/A	N/A	√	
	Support Structures	√	N/A	√	N/A	√	N/A	N/A	√	
	Groud Mats	√	N/A	√	√	√	√	√	√	
	Petanque Court	N/A	N/A	N/A	√	√	√	√	√	
Buffer Tyre Split.										

Signed .....Chairperson  
20<sup>th</sup> August 2024

## Emails, Brochures, magazines, etc., correspondence item - AGENDA item 8

List of email items received attached and/or previously forwarded. Due to a vast number of emails received and to save paper, if Councillors require any of them, please contact Clerk and relevant emails will be forwarded on.

National Association of Local ...	★ STAR COUNCIL AWARDS 2024 - Celebrating c...	12/07/2024 09:59
National Association of Local ...	★ STAR COUNCIL AWARDS 2024 - Celebrating t...	05/07/2024 09:59
My Community Voice Kent	32 Million suspicious emails reported by the publi...	28/06/2024 18:01
Helen Griffiths, Fields in Trust	What are political parties saying about parks and ...	28/06/2024 14:00
National Association of Local ...	★ STAR COUNCIL AWARDS 2024 - Recognising ...	28/06/2024 09:59
Race	REMINDER: book a place at our Rural Affordable ...	26/06/2024 11:35
Alison Stevens	Introduction to Planning - Dear Member, We have...	26/06/2024 09:44
My Community Voice Kent	You still have time to nominate a Neighbourhood ...	25/06/2024 14:58
My Community Voice Kent	The Month of Community just keeps giving [#2739...	24/06/2024 10:
Capel-le-Ferne Parish Counci...	Re: Re: Case ref:- NE33466 - Thank you Grace for y...	20/06/2024 08
Grace.Chandler@kent.gov.uk	Re: Case ref:- NE33466 - Good morning Maureen, P...	18/06/2024 11:

### **FORWARDED**

Capel-le-Ferne Parish Counci...	Fwd: 📅 NALC EVENTS - FORWARDED FOR INFORM...	16/07/2024 12:34
Capel-le-Ferne Parish Counci...	Fwd: Agenda July 24th and last Minutes - FORWAR...	16/07/2024 07:31
Capel-le-Ferne Parish Counci...	Fwd: Continuous Professional Development: Clerks, ...	15/07/2024 17:30
Capel-le-Ferne Parish Counci...	Fwd: KALC Weekly Bulletin for week ended 12 July 2...	15/07/2024 13:55
Capel-le-Ferne Parish Counci...	Fwd: 👤 CHIEF EXECUTIVE'S BULLETIN - FORWA...	11/07/2024 10:43
Capel-le-Ferne Parish Counci...	Fwd: COMMUNITY RESILIENCE SURVEY/KENT FIR...	10/07/2024 19:33
Capel-le-Ferne Parish Counci...	Fwd: 📧 NALC NEWSLETTER - FORWARDING FO...	10/07/2024 11:07
Capel-le-Ferne Parish Counci...	Fwd: KALC Six Month Training Programme - FOR...	09/07/2024 12:33
Capel-le-Ferne Parish Counci...	Fwd: 📅 NALC EVENTS - FORWARDING FOR INFO...	09/07/2024 12:18
Capel-le-Ferne Parish Counci...	Fwd: SUMMER TRAFFIC MANAGEMENT MEASUR...	08/07/2024 11:28
Capel-le-Ferne Parish Counci...	Fwd: 👤 CHIEF EXECUTIVE'S BULLETIN - FORWA...	04/07/2024 11:28

Signed .....Chairperson  
20<sup>th</sup> August 2024

Capel-le-Ferne Parish Council...	Fwd: KALC TRAINING BULLETIN - FORWARDING ...	03/07/2024 18:24
Capel-le-Ferne Parish Council...	Fwd: KALC NEWS JULY 2024 - FORWARDING FO...	03/07/2024 12:57
Capel-le-Ferne Parish Council...	Fwd: FW: REMINDER: book a place at our Rural A...	03/07/2024 11:21
Capel-le-Ferne Parish Council...	Fwd: 📧 NALC NEWSLETTER - FORWARDING FO...	03/07/2024 10:03
Capel-le-Ferne Parish Council...	Fwd: REMINDER: book a place at our Rural Afford...	03/07/2024 10:01
Capel-le-Ferne Parish Council...	Fwd: New Dover Road - Speed Survey Results - F...	02/07/2024 15:44
Capel-le-Ferne Parish Council...	Fwd: FW: Haulier Permit System - FORWARDING ...	02/07/2024 14:39
Capel-le-Ferne Parish Council...	Fwd: 📅 NALC EVENTS - FORWARDING FOR INFO...	02/07/2024 14:35
Capel-le-Ferne Parish Council...	Fwd: RE: Haulier Permit System - FORWARDING F...	02/07/2024 13:55
Capel-le-Ferne Parish Council...	Fwd: 👤 CHIEF EXECUTIVE'S BULLETIN - FORWA...	27/06/2024 12:26
Capel-le-Ferne Parish Council...	Fwd: KALC TRAINING BULLETIN - FORWARDING ...	26/06/2024 15:10
Capel-le-Ferne Parish Council...	Fwd: 📧 NALC NEWSLETTER - FORWARDING FO...	26/06/2024 10:04
Capel-le-Ferne Parish Council...	Fwd: Bulletin Week Ending 28 June 2024 - FORW...	26/06/2024 09:58
Capel-le-Ferne Parish Council...	Fwd: 📅 NALC EVENTS - FORWARDING FOR INFO...	25/06/2024 15:02
Capel-le-Ferne Parish Council...	Fwd: Update - Public Rights of Way Fault (Ref: 23...	21/06/2024 15:07
Capel-le-Ferne Parish Council...	Fwd: Update - Public Rights of Way Fault (Ref: 24...	21/06/2024 15:05
Capel-le-Ferne Parish Council...	Fwd: Weekly Bulletin Week Ending 21 June 2024 ...	21/06/2024 14:03
Capel-le-Ferne Parish Council...	Fwd: ★ STAR COUNCIL AWARDS 2024 - FORWA...	21/06/2024 14:01
Capel-le-Ferne Parish Council...	Fwd: TRAINING BULLETIN - 20TH JUNE 2024 - FOR...	20/06/2024 10:29
Capel-le-Ferne Parish Council...	Fwd: 👤 CHIEF EXECUTIVE'S BULLETIN - FORWARDI...	20/06/2024 10:28
Capel-le-Ferne Parish Council...	Fwd: 📧 NALC NEWSLETTER - FORWARDING FOR I...	19/06/2024 10:04
Capel-le-Ferne Parish Council...	Fwd: 📅 NALC EVENTS - FORWARDING FOR INFOR...	18/06/2024 12:38

### Other items received

1. Clerks and Councils Direct Magazine

Signed .....Chairperson  
20<sup>th</sup> August 2024

## INCOME/EXPENSE 16.07.24. To be confirmed and agreed

AGENDA item 9a

Date	To/From Whom	Particulars of Payment	Amount	VAT	TOTAL EXPENSES	TOTAL RECEIPTS		Cheque, BACS, DD, SO		BANK A/Cs	Reconciled
	<b>Brought Forward</b>					<b>90,659.13</b>					
19.06.24	Dover District Council	Grapevine Printing May	454.17	90.83	545.00		R	BACS			
19.06.24	KP Expenses	Gift Use of PA System	9.50		9.50		R	BACS			
24.06.24	Youngs Maintenance	Skatepark/Pétanque	80.00	16.00	96.00		R	BACS			
27.06.24	Harmer and Sons	Grass Cutting June	668.75	133.75	802.50		R	BACS			
28.06.24	Evolution Skate Parks	Replacement Ramps etc	30,010.00	6,002.00	36,012.00		R	BACS			
28.06.24	Staff Expenses	Broadband/ Energy June	25.00		25.00		R	SO			
27.06.24	Nat West	Interest June Liquid A/c	187.19			187.19	R	INT			
28.06.24	Nat West	Interest June Reserve A/c	32.08			32.08	R	INT			
01.07.24	Dover District Council	Ground Rent	112.50		112.50		R	BACS			
01.07.24	Kent Cables	Monthly Contract	37.50	7.50	45.00		R	DD			
01.07.24	Viking	Ink Cartridges	94.13	18.83	112.96		R	BACS			
04.07.24	HMRC	VAT Reimbursed	7,945.79			7,945.79	R	BACS			
08.07.24	Kent Cables	Monthly SIM	20.00	4.00	24.00		R	DD			
09.07.24	Kent County Council	Double Yellow Lines	1,953.39		1,953.39		R	BACS			
10.07.24	McAfee LiveSafe	Annual Subscription	109.99		109.99		R	BACS			
10.07.24	Cleverbridge WinZip	Annual Subscription	25.95	5.19	31.14		R	BACS			
13.07.24	Stephen Huxtable	St Marys 2 x Cut June	280.00		280.00			BACS			
14.07.24	Norton Anti-Virus	Annual Subscription	16.66	3.33	19.99			BACS	<b>In Hand</b>	<b>5.06</b>	
15.07.24	Ramsgate Car Club	Adverts	40.00			40.00		BACS	<b>Current A/c</b>	<b>9,691.66</b>	
16.07.24	Various	Adverts	2,321.00			2,321.00	R	BACS	<b>Reserve A/c</b>	<b>51,569.49</b>	
16.07.24	Staff	Expenses **	28.49	4.50	32.99			BACS	<b>Liquid A/c</b>	<b>0.00</b>	
16.07.24	Staff	Salaries July	615.48		615.48			BACS		<b>61,266.21</b>	
				43.35	40,827.44	101,185.19			<b>Less Un-Reconciled</b>	<b>908.46</b>	
						<b>60,357.75</b>				<b>60,357.75</b>	

\*\* Speed Watch Battery Charger. Highlighter Pens. Land Registry Check.

Signed .....Chairperson  
20<sup>th</sup> August 2024